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MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

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A summary of significant events of
interest to USDA management

AUG 7 1978 Issue #89
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PRESIDENTIAL NOMINATIONS.....

- J. H. "Jim" Williams, former Lieutenant Governor of Florida, has been nominated by President Carter to serve as Deputy Secretary of Agriculture and as a member of the Commodity Credit Corporation Board. Before his four year term as Lieutenant Governor, Williams served as Secretary of the Department of Administration, and prior to that, was a member of the State Senate.

Born in 1926, Williams is a graduate of the University of Florida and holds a degree in political science. In addition to owning a citrus grove in Ocala, he is a partner in other citrus and cattle operations. He has taught an agricultural on-farm training course, owned and operated a lumber firm and was an official of a mining firm.

Confirmation hearings have been scheduled for February 21.

- Dale E. Hathaway, now Assistant Secretary of Agriculture, has been nominated to serve as Under Secretary of Agriculture for International Affairs and Commodity Programs. No date has been set for the confirmation hearings.

NEW EEO DIRECTOR FOR OFFICE OF EQUAL OPPORTUNITY.....Ms. Jacqueline G. Sutton, former Director of the EEO Institute, Personnel Management Training Center, Civil Service Commission, has been appointed Deputy Director, OEO, with specific managerial responsibility for equal employment opportunity.

NEW DEPUTY CHIEF FOR ADMINISTRATION IN THE FOREST SERVICE.....Jerome A. Miles has been named Deputy Chief for Administration for the Forest Service succeeding Doug Leisz who was appointed Associate Chief.

Jerry started his government career as a management intern for the USDA Office of Budget and Finance. From 1956 to 1966, he was with ASCS working as a budget analyst, a management analyst and Director of the Operations Analysis Staff. In 1966, he moved to the Department of Commerce as Deputy Director of the Office of Budget and Finance and 1½ years later returned to USDA in a similar capacity. In 1972, Jerry was named Director of Finance and served in that position until February 1978 when he moved over to the Department of Energy as Comptroller.

BLACK HISTORY MONTH.....A series of events is planned in USDA this month in recognition of Black History Month. A ceremony will be held in the Patio on February 28 and will include the Secretary, Assistant Secretary Wallace, Dr. R. D. Morrison, President of Alabama A&M, and Wiley Branton, Dean of Howard University School of Law. Exhibits in the Patio that week will include Howard University's collection of work by Black artists, "Africans and Agriculture" and "Finding Your Own Roots." (Contact: Betty Dotson, OEO, ext. 73311)

PRESIDENTIAL CLASSROOM FOR YOUNG AMERICANS.....Two employees of the Food and Nutrition Service, Thomas Holmes, Management Analyst, and Jane McNeil, Food Program Officer, have been selected as instructors for three weeks each in the 1979 Presidential Classroom for Young Americans, running from January 20 to March 3, 1979.

The Presidential Classroom provides a concentrated study of the United States Government for nationally selected senior high school students. The program focuses on the three branches of the Federal Government, the media, the diplomatic community and the private sector. Through seminars and on-site briefings, including visits to Capitol Hill, the State Department and selected Federal Agencies, students are encouraged to examine and assess the political process by meeting with and questioning national decision makers. Supplementing the formal seminars are discussion groups in which the students explain their new insights through a lively exchange of ideas. (Contact: Vernon R. Morgan, FNS, ext. 78189)

AMENDMENT TO THE SMALL BUSINESS ACT.....Recently signed Public Law 95-507 amends the Small Business Act and gives Federal Departments further direction on implementing the Section 8(a) Program. It defines eligible participants of this program to be individuals who are socially and economically disadvantaged as a result of being identified as members of certain groups. It states the purpose of the 8(a) Program is to assist these people through the Federal Purchasing System. The new law will increase Small Business Administration's (SBA) ability to assist disadvantaged firms by requiring the following: (a) an appellate procedure to be used for those agencies who refuse to give a contract requirement to SBA for use in the 8(a) Program; (b) a two-year pilot program between SBA and a designated agency (DOD has been selected) which will give SBA increased authority to negotiate for any contract requirement it chooses for use in the 8(a) Program; (c) a two-year pilot program permitting SBA to waive all Federal bonding requirements for its 8(a) contractors who are start-ups in the program for one year or less, provided other conditions are met. The Office of Federal Procurement Policy has just issued a proposed policy to implement another section of P.L. 95-507 concerning subcontracting plans and procurements under \$10,000 which would increase the utilization of small business concerns and small business concerns owned by socially and economically disadvantaged individuals. (Contact: Paul J. McCloskey, OEO, ext. 77921)

TELETYPEWRITER FOR THE DEAF.....OEO has installed a teletypewriter (TTY) for the deaf in the Compliance and Enforcement Division. The TTY can be used with any telephone and works like a conventional typewriter through converting sound to electronic letters which appear on a display board. The TTY will enable employees in OEO to communicate with deaf people calling in on TTY number 447-7328. (Contact: William Payne, OEO, ext. 77328)

MINORITY BUSINESS ENTERPRISE.....Information has been sent to agencies about MISSO Services Corporation, an 8(a) certified company which has the capability of selling or leasing major computer systems including mini-computers. This is the only minority-owned firm, of which we are aware, who can assist in meeting computer equipment needs. We have encouraged our procurement offices to consider this firm for 8(a) set-asides when they contract for these materials. (Contact: Paul J. McCloskey, OEO, ext. 77921)

EEO PLANNING AND EVALUATION SYSTEM.....The first quarterly report of the tracking segment has been completed by the NFC and mailed to the distribution points designated by agencies. A three-day training session for users of the system will be held later. (Contact: Fred Hazelwood, OEO, ext. 75454)

USDA OUTREACH SEMINARS.....A series of five outreach seminars to provide information on availability of USDA programs to hard-to-reach persons will be held this year. Invited to the seminars will be business, civic, educational and religious leaders who will be briefed on USDA programs and, in turn, will make this information available in their communities. Meeting dates and locations for the seminars are:

March 7-8	Southern University, Baton Rouge, LA
March 22-23	Tennessee State University, Nashville, TN
May 10-11	North Carolina A&T University, Greensboro, NC
May 17-18	University of New Mexico, Albuquerque, NM
September 13-14	Prairie View A&M University, Prairie View, TX

(Contact: Al Sweeney, OEO, ext. 74257)

USDA SAFETY AND HEALTH POLICIES AND PROCEDURES.....A steering committee was convened on January 19 to provide OSHM with advice on improving safety and health policies and procedures. The committee is composed of management officials selected by program Assistant Secretaries and officials representing employee unions and associations. The committee has made a number of valuable suggestions for improving safety and health programs. Five work groups have been established to address the issues raised. The result of the efforts of the steering committee and work groups will be the issuance for comment of a proposed safety and health program in the Federal Register and the final product in Title 13 of the AR's. Union officials said that USDA was unique in involving representatives of employees in the development of safety and health programs. (Contact: Phil Mueller, OSHM, ext. 78248)

ENVIRONMENT HEALTH PROGRAM.....OSHM has hired John Teske as the Senior Industrial Hygienist in the Policy, Resource and Technical Services Division. John has extensive experience in safety and health in government services, academia and private industry. His primary function will be to establish industrial hygiene policy, develop training programs for those responsible for work site environmental monitoring and to provide technical assistance to agencies on industrial hygiene matters. The Department now has two industrial hygienists with the other one being in SEA. (Contact: Phil Mueller, OSHM, ext. 78248)

FEDERAL AID SYSTEM.....As a result of the President's continuing commitment to further streamline the Federal Aid System, OMB is considering some new initiatives. Ideas being considered are: (1) A one-page flow chart of the grant review and approval process to be included in grant applications; (2) A set of notification postcards that are returned to grant applicants as applications clear various steps in the grant review and approval process; (3) A single set of standard assurances (clauses) to insure grantee compliance with "National Goals"; (4) A one-page "customer comment" sheet to be included in the grant application and pre-application package for grantees to use in pointing out areas where Federal grantor agencies are not following established Governmentwide procedure; (5) Uniform procedures for establishing the exact time that grant applications must be received; (6) A standard grant award notice; and (7) Establishing a maximum time period that Federal grantor agencies would have to review, and approve or reject, a grant application. These ideas will be discussed at a meeting with OMB on February 21.

As part of the continuing effort to minimize the administrative burden on Federal grantees, OMB has revised Circular No. A-102, Uniform Administrative Requirements for Grants-in-aid to State and Local Governments. The President also issued a directive to cover some of these same points. The Departmental Grant and Agreement Regulations (4AR) are now being revised to include these new directives. (Contact: Don Manns, O&F, ext. 75630)

PRINTING PAPER IS IN SHORT SUPPLY.....The Government Printing Office has notified all government agencies that there will be an acute paper shortage for several months. Offices should expect to pay higher prices generally for paper and printing. The cost of fast turn-around printing jobs on contract are likely to be sharply higher.

Part of the problem is that workers in 26 paper mills have been out on strike. The resulting paper shortage has caused other mills to divert their pulp into end uses with the highest income. The kind of paper that the government uses has a lower priority (carbon tissue and colored papers are extremely tight). Meantime, the newspaper and magazine business has been good, using large paper stocks; computers are devouring record paper supplies; and general economic activity has been strong, absorbing large supplies of paper.

For the Department of Agriculture, this means planning farther ahead, avoiding fast turn-around printing whenever possible, budgeting for higher paper-related costs, negotiating long-term contracts early, sticking to standard sizes, avoiding paper waste, returning proofs on time, and avoiding restrictive geographical bidding areas.

The Publications Division of the Office of Governmental and Public Affairs has pointed out that agencies should expect erratic advance estimates on printing jobs. The final printing costs will be determined by who has paper on hand and how much of a premium the bidder had to pay to get it (200 to 300 percent premiums are not uncommon). (Contact: Claude W. Gifford, GPA, ext. 78005)